



Water Operations Manager

Department: Utilities

Class Code: 3234

EEO Code: 21

FLSA: E

Effective: 01/08/1992

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in directing and coordinating the operations of water transmission and distribution, meter installation, meter maintenance, utility location and central stores; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans, coordinates and manages employees in operation and maintenance of waterworks system to ensure adequate water supply for human consumption, industrial or agricultural use; instructs subordinates in proper repair, operation and maintenance procedures; oversees the installation of new water services, meter maintenance and repair, installation and repair of fire hydrants, the repair and replacement of underground main lines and valves; the maintenance of pumping and storage facilities; maintains inventory and upkeep of central stores; directs and participates in the operation or repair of transmission and distribution system during severe weather or major breakdown; recruits, hires, disciplines, promotes and evaluates employees; determines need for and schedules seminars and training programs for employee development; confirms and approves daily time and work sheets; receives and resolves customer complaints; ensures all customers are treated fairly; prepares budget requests for new equipment and maintenance, repair and replacement of old equipment; determines need, advantages and disadvantages for changes in specifications related to material, equipment or operating methods; stays abreast of advances, improvements and new ideas in material, equipment and construction practices; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of the principles and practices involved in the operation and maintenance of water systems, water line construction and repairs, and meter installation; of supervisory principles and practices; of water line installations; of distribution system; of how to motivate personnel; of new ideas in materials, equipment and approaches to the operation and maintenance of water facilities; of plumbing principles and practices; of federal, state and local regulations as they apply to waterworks operations and maintenance.

Considerable skill in supervising and motivating a large staff; in supervising water line installation; in reading and interpreting blueprints and specifications; in establishing and maintaining effective working relationships with supervisors, subordinates, and the general public.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a baccalaureate level degree in engineering or related field and six years experience in utility maintenance or construction including three years in a supervisory capacity; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.